

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 25 September 02
Meeting Time: 1000~1130 **Meeting Place:** Kaizen No Yochi

People Present: DRE, DOICC, C09, C10, LCDR Gersh, C130 (Recorder/ Facilitators)

Decision Made, Actions Planned, Tasks to be Done	Person Responsible
LCDR Gersh will be responsible for placing standard RFMS Brief on eKM(item #5 on 90 day Win List).	LCDR Gersh
Ensure tactic statement identify who, what and when	Team members
Follow up on personnel actions of ROICC personnel	Ms. Bowie
Assess impact for excluding commodity manager's role from Yokosuka Site Manager, and MLC grading system	Ms. Bowie

1. Review Minutes:

There were no changes from the last week's minutes.

2. Group Calendar and Action Items:

(1) 90 day Action List:

CAPT(S) Hemstreet requested to delete item number 4 from the list because it is part of the goal 3.

(2) 90-Day Task List:

Mr. Roundtree reminded the goal advocates to indicate who is responsible by when for each of the tactic.

He also introduced the following draft copy of RFMS SP output packages:

- Draft working copy of RFMS SP which with Goal Advocates, objectives, Strategies, Action items (for internal use).
- Glossy copy with goal, objectives and measure of success.(for external public)
- Translated tri-fold pamphlet (for JNEs)

3. Issue: BLM's Role as Commodity Manager:

Whether role as commodity manager would be included in the role of BLMs. Then following items were discussed and decided:

- Environmental and Planning BLMs will not be commodity managers because they are Mission Funded.
- Engineer and Transportation BLMs would remain as commodity managers.
- Maintenance BLM and Utilities BLM will not perform as commodity managers, (for temporally Yokosuka Site Managers will perform as commodity managers) but this role will be eventually included into BLM's role as regional assets are brought into the NWCF.
- Impact for excluding commodity manager's role from Yokosuka Site Manager, and MLC grading system needs to be assessed.
- Group heads will be subject matter expert of NWCF, but they will not be included in the decision making chain for budget development.

4. Items of General Interests:

Mr. Roundtree

- Was introduced an utilities application system call CUBIC- allocation model. CUBIC project leader will provide cost estimate. It has MAXIMO tie in. More information will follow.
- Need to convene MLC PRE Panel for PWC/ OICC MLC retirement. More frequent review is necessary. It will also be an arena for deciding whether to extend employment of retirees.
- Presented LCDR Gersh reimbursed costs for moved to BLDG#1848.

LCDR Gersh- Need to pay CFAY none-reimbursable utilities and janitorial cost. BM and LCDR Gersh will discuss on this issue later.

CAPT(S) Hemstreet-requested Ms. Bowie to follow up on a couple of personnel action of ROICC personnel.

LCDR Quattlebaum- Coordinating trip to each site for assessing feasibility of MAXIMO

CDR Poindexter- PACDIV staff is preparing to brief RADL(S) Cellon on PWC/ OICC and RFMS in early Oct.

CAPT(S) Hemstreet- Still considering candidates for RU BLM. Two potential candidates have been referred.

Mr. Roundtree- Meeting with FISC on 30 Sept. FISC will present their business proposal on PWC/ FISC material support.

Ms. Bowie- Remind members to provide C130 with their agenda items in advance.